

Travel Card Policy

Mandatory Use of Government Travel Cards

Federal Travel Regulations require mandatory use of the Government travel card by Government travelers. If you are an employee that travels more than five times a year, you will be required to obtain and use a Government travel card. Designated agency officials may exempt you from this requirement when it is determined to be in the best interest of the Government to do so.

Travelers are expected to charge as many travel expenses as possible to the travel card, including lodging, transportation expenses, and meals.

Travel Card Acceptance by Merchants

The Government travel card can only be used with merchants that provide travel-related services, such as airlines, car rentals, hotels and motels, gas stations and restaurants. Charges for non-reimbursable expenses incurred when traveling should be charged to a personal credit card or paid with personal funds. If you have any questions concerning the credit card program contact Paul Maldonado at 202-622-5951, or Carolyn Smith at 202-622-4635.

Accepted Merchants

Merchants classified under the following categories may accept credit card transactions using your travel card:

- Airlines
- Car Rentals
- Hotels and Motels
- Railroads
- Transportation - Suburban, Local Commuter
- Passenger Railways
- Limousines and Taxicabs
- Bus Lines, Charters, Tour Buses
- Motor Freight Carriers
- Air Carriers Not Specified
- Airports, Airport Terminals, Flying Fields
- Travel Agencies
- Bridge and Road Fees, Transportation Services, Not Specified
- Telecommunication Service
- Masterphone-Telephone Service
- Telegraph Services
- Drug, Druggists Sundries
- Books, Newspapers, Periodicals
- Grocery Stores, Supermarkets

Candy, Nut, Confectionery Stores
Dairy Products Stores
Bakeries
Miscellaneous Food Stores, Markets
Service Stations (w/without services)
Eating Places, Restaurants
Bars, Lounges
Quick Payment - Fast Food Restaurants
Drug Stores
Newsdealers, Newsstands
Lodging Not Specified
Cleaning, Garment, and Laundry Services
Laundry Services - Family and Commercial
Dry Cleaners
Business Services, Other
Automobile Rental
Truck And Trailer Rentals
Motor Home And RV Rentals
Automobile Parking Lots And Garages
Towing Services for POV